

[Your Name]
[Your Current Address]
[Your Phone Number]
[Your Email Address]
[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Request to Close Checking Account - Account Number: [Your Account Number]

Dear Customer Service Department,

Please accept this letter as a formal request to close my checking account listed above, effective [Date]. I am closing this account due to my permanent international relocation to [Country Name].

I have stopped all automatic payments and direct deposits associated with this account. Please find the following instructions regarding the remaining balance and the closure process:

- Please issue a check for the remaining balance in my account and mail it to my forwarding address: [Your New International Address].
- Alternatively, please transfer the remaining balance to my other account: [Bank Name, Routing Number, and Account Number].

Please send a written confirmation to my email address or the forwarding address provided above once the account has been officially closed.

If you require any further information or additional documentation to complete this request, please contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]